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Job details

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Bulletin Number	35913BR
Type of Recruitment	Transfer Opportunity
Department	Auditor-Controller
Position Title	EQUIPMENT MAINTENANCE WORKER
Filing Type	Standard
Filing End Date	06/20/2014
Filing End Time	5:00 pm PST
Requirements	Two years of experience in the maintenance and repair of a variety of equipment and tools.
Duties	<p>Processes mass mailings by inserting, sealing, metering, and labeling envelopes using equipment in order to distribute documents to appropriate parties.</p> <p>Maintains and repairs equipment and tools by inspecting daily for safe operation and/or physical damage; cleaning sensors, belts, dust filters, and fixtures; lubricating parts with oil; replacing ink cartridges and suction cups; detecting and diagnosing causes of equipment malfunctions or mechanical failures; performing minor repairs using appropriate hand tools and resources; and contacting certified technicians when necessary in order to ensure equipment's proper, safe, and continuous functioning during regular use on the job.</p> <p>Receives, checks, stores, and distributes various supplies and materials by performing physical labor and operating mechanical equipment and a computer terminal in order to ensure work functions are uninterrupted and performed in an efficient and effective manner.</p> <p>Operates hydraulic caterpillar forklifts and hydraulic pallet jacks used for shipping, receiving, and storing supplies and materials on pallets that weigh in excess of 100 pounds by transporting supplies in the loading dock area in order to process cash aid, vendor warrants, and miscellaneous mail that are required to be mailed out on the same day they are printed.</p> <p>Delivers special checks and letters by driving a vehicle to designated locations within the County in order to transfer checks and letters in an efficient and timely manner.</p> <p>Keeps work records of routine and periodic work activities by completing or updating logs, sheets, and forms electronically in order to document information used by supervisors and managers.</p> <p>Maintains storage rooms by organizing and sustaining a cool, well-ventilated area in order to accommodate large volumes of materials and supplies and prevent any damage to them.</p> <p>Performs periodic physical inventory of envelopes by locating and counting envelopes and reviewing inventory records in order to ensure all necessary envelopes are available for work to be performed without interruption.</p> <p>Exercises utmost care in the performance of duties by following work safety</p>

procedures and practices and utilizing proper safety gear in order to ensure the safety of self and colleagues.

Submits orders of U.S. Post Office equipment as necessary by following U.S. Post Office's policy and procedures in order to transport filled trays for special pick-ups.

Interacts with a variety of individuals by communicating with personnel orally and in writing to discuss mailing-related matters and equipment maintenance.

Prepares various documents by using a personal computer and appropriate software programs; and following Standard English grammar, structure, punctuation, and usage in order to communicate pertinent information to the target audience.

**Vacancy
Information**

The vacancy is located in the Mailroom Unit of General Claims Section, located at 9150 East Imperial Hwy - Room L22 in the City of Downey

Available Shift Day**Contact Name** Aaron Sim**Contact Phone** (213) 974-8512**Contact Email** asim@auditor.lacounty.gov**Job Field** Warehouse and Inventory Control**Job Type** Service/Maintenance[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)